

Dear Bidder:

Macomb County invites you to bid on providing Analysis of Impediments to Fair Housing for the Department of Planning and Economic Development Macomb County per attached specifications.

Sealed RFP's will be accepted by the Macomb County Purchasing Office, 13<sup>th</sup> Floor, County Building, 10 North Main Street, Mt. Clemens, Michigan 48043 until 2:00 p.m. EST., Friday, July 9, 2004 at which time bids will be publicly opened and read aloud.

All bids are to be sealed and marked: **SEALED BID ITEM 21 – 04 Analysis of Impediments to Fair Housing.** **One (1) original and one (1) copy of the bid are required.**

Proposals shall remain firm for a period of one hundred eighty (180) days after official opening of bids.

RIGHT TO REJECT: The County of Macomb reserves the right to reject any or all offers in whole or in part and to waive any informalities therein, or accept any offer it may deem in the best interest of the County.

Very truly yours,

Polly A. Helzer  
Purchasing Manager

PAH:jrm

Attachment

**Department of  
Planning and Economic Development  
Macomb County**

**Request for Proposal**



**June 2004**

**Bid Item 21 – 04**

**Analysis of Impediments to  
Fair Housing**

# **Department of Planning and Economic Development**

## **Request for Proposal**

### **BID ITEM 21 – 04**

## **Analysis of Impediments to Fair Housing**

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**PROPOSAL: ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING SERVICES  
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY****SECTION 1 – INTRODUCTION AND BACKGROUND**

The Macomb County Planning & Economic Development Department Community Development Services Division (CDS) was established to administer Housing and Community Development programs within Macomb Urban County jurisdiction. It currently administers two such programs: the Community Development Block Grant and the Homeowner Investment Partnerships Action (HOME) Program which, combined, provide over \$2.5 million annually to residents in its jurisdiction.

Macomb County is entitled to these funds provided that it administers its programs in accordance with Federal law and regulation. Among them are requirements to ensure that housing is provided a fair and open manner to everybody, regardless of race, color, creed, national origina, family and marital status. The County must provide legal certification to HUD, as a pre-condition of receiving funds, that it is affirmatively furthering fair housing. HUD has determined that one way to demonstrate compliance with this requirement is for each recipient jurisdiction to conduct an Analysis of Impediments to Fair Housing (or AI), to implement corrective actions where weaknesses have been identified, and to periodically reassess the results. Macomb County last prepared an AI in January 1998. Sufficient time has elapsed that some of the fundamental assumptions and conditions existing then have changed, and a new assessment is in order.

Against this background, the Macomb County Board of Commissioners authorized CDS to update the County's AI. CDS therefore seeks expertise to undertake a thorough evaluation of existing conditions and trends in real estate (both owner and renter), banking, advocacy, law, insurance and any other facet of life which might affect housing patterns; particularly as they might inure to identifiable racial, ethnic or class groups. This assessment is expected to begin not later than **August 31, 2004** and be completed not later than **November 30, 2004**. The successful bidder will have extensive fair housing knowledge and be experienced in preparation of Analyses of Impediments to Fair Housing. The successful bidder should also possess a general familiarity with social and economic conditions within Macomb County, and be able to link them with prevailing conditions in the Detroit metropolitan area.

**PROPOSAL: ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING  
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**SECTION 2 - INSTRUCTIONS**

**2.1 *Definitions.***

*Bidder* - refers to all respondents to this RFP.

*Contractor* - refers to the successful bidder who is awarded the contract and contracts with the County of Macomb to provide the work described in this document

**2.2 *Proposal Submission.* Please submit responses to the Request for Proposals (RFP's) to:**

**Macomb County Purchasing  
Attn: Ms. Polly Helzer  
10 North Main Street, 13<sup>th</sup> Floor  
Mt. Clemens, MI 48043  
RE: ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING  
Bid Item 21-04**

**Solicitation Deadline: 2:00 p.m. Friday, July 9, 2004**

**2.3 Responses to the RFP must arrive at the above listed address no later than 2:00 PM on the date specified above to be considered for award.**

2.4 One (1) original and one (1) copy of the response to each of the RFP's must be furnished on or before the deadline. Responses will be retained as property of the procuring activity.

2.5 Proposals must be typed or printed in ink. All corrections made by the bidder prior to the opening must be initialed and dated by the bidder. No changes or corrections will be allowed after the RFP responses are opened.

2.6 The responses to this RFP must contain an original signature of an authorized representative of the responding firm.

2.7 The County of Macomb is not liable for any costs incurred by any respondent prior to the issuance of an executed contract. Additional charges and costs submitted, at any point after Proposal award is unacceptable. Bidder will retain all risks in pricing, including mathematical calculations and judgement.

2.8 ***Bid Opening.*** Responses to the RFP received prior to the time of opening will be secured unopened. RFP responses will be opened by the County of Macomb office at the specified time and no Proposals received thereafter will be considered.

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**SECTION 2 - INSTRUCTIONS**

- 2.8 (Bid Opening Continued) - Responses received after the scheduled receipt time will be marked "TOO LATE" and will be returned unopened to the respondent.
- 2.9 The County of Macomb will not be responsible for the premature opening of an RFP response not properly addressed as identified in paragraph 2.2 above on the outside of the envelope. Failure of a bidder to properly address an RFP response may classify the entire response as "non-responsive".
- 2.10 ***Final Award/Contract.*** This RFP and bidder's response will become part of the contract document. The intent of this RFP document is to include all items necessary for proper execution and completion of the work.
- 2.11 ***Contract Award Basis.*** A contract will be awarded to the responsible bidder whose Proposal represents the combination of technical merit and cost most advantageous to the County of Macomb. Bidders are advised that the County of Macomb may make award to other than the low cost bidder. The County of Macomb reserves the right to determine which Proposal demonstrates the requisite competence and offers the greatest value.
- 2.12 The County of Macomb reserves the right to accept or reject any or all RFPs and to waive any irregularities in the best interest of the County of Macomb.
- 2.13 ***Questions.*** Questions concerning Request for Proposal interpretation should be directed in writing to the following person listed below. Bidder may fax, mail or e-mail a written request with questions to:

**Bid Process and/or Technical Requirements**

**Ms. Polly Helzer**

**Macomb County Purchasing,**

**13<sup>th</sup> Floor**

**10 North Main Street**

**Mt. Clemens, MI 48043**

**Fax: (586) 469-6612**

**Email: Janet.martin@macombcountymi.gov**

**All questions must be submitted in writing, phone calls will not be accepted. All bidders will be provided a copy of the written response, including the question and the County's response.**

**Deadline for bidder questions is 5 PM, Wednesday, June 30, 2004.**

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**SECTION 2 – INSTRUCTIONS**

- 2.14 ***Offer Period.*** All Proposals shall remain firm for a period of one hundred and eighty (180) days after official opening of the Proposals.
- 2.15 ***Publication.*** The successful bidder (contractor) shall not, without first obtaining the written consent of the Purchasing Manager, in any manner, advertise or publish the fact that bidder has contracted to furnish the County of Macomb with the material ordered.
- 2.16 ***Timeframes.*** The bidder agrees to deliver the services within the timeframes as described in Section 3. The proposal must be responsive to each item identified in Section 3. Unresponsive proposals will be disqualified. Please note that attachments may be provided, but only if and where requested.

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**SECTION 3 – SCOPE OF REQUESTED SERVICES**

The specific services requested are as follows:

1. A review of existing information and data to determine the current status and trends in housing patterns over time. This review will, at a minimum, cover...
  - a) previous Macomb County fair housing reports to HUD,
  - b) a review of demographic patterns by race (using Census and other readily available and reliable data),
  - c) public policies including zoning ordinances, master plans, residential building codes, municipal actions concerning requests for exemption to local plans, codes and ordinances and, a review of municipal actions on requests to provide affordable housing.
  - d) A review of housing discrimination complaints involving properties in communities participating in the Macomb Urban County CDBG and HOME programs.
  - e) A survey of housing providers and other profit and non-profit organizations having a stake in the Macomb County housing market. These would include representatives in real estate, law, Insurance and advocacy groups for special populations residing in the County, and public housing commissions to name a few.
  - f) Gathering information from the public at hearings and other planning meetings to be located at pre-determined locations in the County.
  - g) Preparation of a paper or electronic draft plan, to be submitted in accordance with a pre-determined date agreeable to the County. The contractor will then review the draft with CDS staff and make any necessary changes to the document. The changes must be satisfactory to CDS staff before the process can move to the next step.
  - h) Completion of the final AI, in a form satisfactory to the County and HUD, by November 30, 2004. The report will clearly outline any deficiencies found, and detail recommendations for their correction. A total of 15 bound copies of the completed AI will be submitted to CDS. The contractor will be responsible for any required changes after completion of the final report, due to controllable error, at no additional charge to the County. An e-version (Word 2000 or later) of the final AI will also be provided.



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**SECTION 4 – PROJECT DELIVERABLES AND OUTCOMES**

**Project Deliverables and Outcomes:**

1. A report which, relying on information obtained from the public, stakeholder organizations, and printed material, accurately assesses housing patterns and practices within the urban county area.
2. The report will identify areas of strength and weakness, and will make realistic and workable recommendations for correcting areas of deficiency.
3. The report will satisfy HUD that the County is affirmatively furthering fair housing as required by law and regulation.

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**SECTION 5**

**BIDDER'S QUESTIONNAIRE / PRICING / SIGNATURE PAGE**

**Bidder's Questionnaire**

This document is used to determine the potential suitability of a proposal for funding consideration. The review process conducted by the Macomb County Planning and Economic Development Department will be based on information collected in this questionnaire. PED reserves the right to contact the bidder to collect additional information should it be necessary to do so.

**1. Identifying Information**

Name of Bidder/Firm \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

Principal/Owner (if a firm): \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

Is bidder a(n)... \_\_\_\_\_ individual \_\_\_\_\_ partnership \_\_\_\_\_ corporation

The state where incorporated, if applicable: \_\_\_\_\_

List all officers (including address and phone number) if applicable:

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**PROPOSAL: ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING**  
**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY**  
**Section 5 - Bidder's Questionnaire (continued)**

Is the owner, partner, stockholders, or employees of the company or institution completing this bid associated with, or have any family members serving on the Macomb County Department of Planning and Economic Development, Planning Commission, or on the Macomb County Board of Commissioners? If yes, name the affected individual(s). \_\_\_\_\_

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**2. Ability to Provide the Solicited Service:**

A. Bidder's credentials: (Educational background, prior work history etc.) \_\_\_\_\_

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B. Evidence of qualification and capability to counsel individuals in fair housing matters.

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C. Evidence of qualification and capability to advise municipal officials and organizational representatives in fair housing matters. \_\_\_\_\_

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**PROPOSAL: ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING**

**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY**

**Section 5 - Bidder's Questionnaire (continued)**

D. Identify previous performance on similar projects and their outcomes.

<b>DATES OF SERVICE</b>	<b>CLIENT, CONTACT &amp; PHONE NUMBER</b>	<b>SERVICES PROVIDED</b>

E. Describe your proposed methodology for implementing the services to be provided. Include any additional features that your organization would add to those previously described in this announcement.

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**PRICING**

3. Price: \$ \_\_\_\_\_

Will you use non-contract resources for this contract? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please explain nature and amount if yes. \_\_\_\_\_

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**PROPOSAL: ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING  
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**SECTION 5 – SIGNATURE PAGE**

I certify that this proposal constitutes a firm offer to undertake the work as described above, starting on August 31, 2004 and ending on November 30, 2004. I further certify that complete and accurate records documenting all work performed, justifying all expenses, and capable of being easily audited to the point of origin, will be maintained. These records will be available to the County of Macomb, HUD, the State of Michigan, and to the interested public. Finally, I certify that I have read and understand the specifications detailed previously.

NOTE: The individual who signs this proposal must be authorized to do so by the organization under whose sponsorship this bid has been submitted.

Authorized Signature: \_\_\_\_\_

Name (Printed or Typed) \_\_\_\_\_

Name of Organization and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and E-Mail: \_\_\_\_\_

Should another person be authorized to sign contracts as a result of this bid, please indicate below:

Name/Title of Authorized Individual: \_\_\_\_\_

Signature of Authorized Individual: \_\_\_\_\_

Limitations: This questionnaire does not commit Macomb County CDS to award a contract, to pay any costs incurred in the preparation of this proposal, or to procure or contract with the bidder for any supplies or services. The Macomb County CDS reserves the right to accept or reject any or all proposals in whole or in part, if it is in CDS's best interest to do so.

